

CHAPTER 21

TRANSFER ORDERS

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TRANSFER ORDERS

21.0 WRITTEN ORDERS USED FOR TRANSFERRING ENLISTED PERSONNEL.

21.01 USE OF TRANSFER ORDERS.

The Enlisted Permanent Change of Station Transfer (PCSTO) Order will normally be used for PCS orders issued by the Bureau of Naval Personnel (COMNAVPERSCOM), Enlisted Personnel Management Center (EPMAC), and Naval Reserve Placement Center (NRPC) and any other agency granted order issuing authority by CHNAVPERS or DCNP. A local command endorsement shall be prepared after receipt of the transfer directive. The member shall be furnished with copies as required by this article.

NOTE: STO may be used when Permanent Change of Station Transfers Orders (PCSTO) are not provided.

The Standard Transfer Order (STO) (NAVCOMPT 536/NAVPERS 1326/11) will be used for:

- Local command initiated transfers.
- All enlisted personnel permanent change of station transfer orders prepared in the field when the PCSTO is not used. The STO shall be prepared after receipt of the transfer directive. The member shall be furnished with copies as required by this article.

Standard Transfer Directive (STD) is an automated transfer order designed for individual enlisted Navy Permanent Change of Station (PCS) transfers from the major Chief of Naval Education and Training (CNET) activities having automated data processing (ADP) capability.

Temporary Additional Duty Travel Order (NAVPERS 1320/16) will normally be used for temporary additional duty (TEMADD). The STO may be used in the event use of a NAVPERS 1320/16 would not be applicable. Navy order-writing activities will refrain from using DD Form 1610 when issuing TEMADD orders. Use of other than NAVPERS 1320/16 or STO is authorized only for Navy personnel assigned to a branch of the Uniformed Services, other than Navy, in a "FOR DUTY" status.

Letter-Type Orders. Letter-Type Orders may be prepared in connection with TEMADD when the STO or NAVPERS 1320/16 will not suffice. If letter-type orders are prepared for TEMADD, all pertinent information which would normally be shown on a NAVPERS 1320/16 or STO must be included.

Orders for Transfer for Separation. When it is necessary that the member be separated at an activity other than his permanent duty station, see MILPERSMAN 1910-812 and Article 21.05 of this manual.

Orders for Separation. For members being released to inactive duty, transferred to the Fleet Reserve or the Retired List (for Regular Navy and Naval Reserve personnel, including Fleet Reservists), see MILPERSMAN 1916-010, and ENLTRANSMAN, Addendum (Figure A2).

21.011 TYPES OF ENDORSEMENT TO ORDERS.

Whenever a member detaches or reports in connection with TEMADD and he/she is in possession of his/her Personal Financial Record (PFR)(NAVCOMPT 3071), the TEMADD period (regardless of length) shall be accounted for by using the

Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) and the Detaching (Departing) Endorsement to Orders (NAVCOMPT Form 3067). See the Source Data System Procedures Manual (SDSPROMAN). Duty at TEMADD stations performed by members not in possession of PFR shall be accounted for by endorsements on the reverse side of the STO or NAVPERS 1320/16. If necessary, endorsements will be placed on a separate piece of paper, which will be securely stapled to the basic orders and will be considered a part thereof. The issuance of new TEMADD orders at TEMADD stations is prohibited.

When traveling under PCS orders, temporary duty (TEM DU) (regardless of length) at intermediate stations will be accounted for by using the Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) and the Detaching (Departing) Endorsement to Orders (NAVCOMPT Form 3067).

The Reporting (Arrival) Endorsement to Orders (NAVCOMPT Form 3068) will be used as the final endorsement when member reports for duty on PCS orders and when member returns to permanent duty station from TEMADD with his/her PFR.

21.012 GENERAL INFORMATION ON TRANSFERS.

- Customer Identification Code (CIC). All PCS transfer directives must contain a CIC in order to be executed. For this purpose, the following are considered PCS moves:
 - PCS transfers, including assignment to TEMDU;
 - Initial enlistments;
 - Change in homeport of a vessel or mobile unit;
 - Reserve personnel ordered to active duty;
 - Fleet Reservist (including temporary disability retirement) recalled to active duty;
 - And separations.

Detailed instructions for the use of the CIC are contained in the Financial Management Guide for Permanent Change of Station Travel (BUPERSINST 7040.6).

- Status of Members Under Orders. Members traveling under orders are considered to be attached to the command to which next ordered to report. (See MILPERSMAN 1320-140).
- Unusual Delay in Effecting Transfer. If for any reason there is an unusual delay in transfer to final destination, or when transfer orders are cancelled or modified, notify all interested commands.
- Certified original orders. All activities to which the service member is ordered, the service member's current command, their supporting PASS offices, and all additional activities designated to receive a copy directly from the order issuing authority. The PASS office supporting the detaching activity will receive the original letter/message order or be an action addressee on the letter/message order. The PASS office will make the necessary number of copies and stamp one copy "Certified Original Orders".
- Activities shall provide sufficient copies of the orders to the member being transferred in order to meet requirements for shipping activities

(regarding household goods and privately owned motor vehicles (if applicable) and transportation activities (regarding personal travel, dependent travel, dislocation allowance, and trailer allowance). Normally, four copies including one certified copy of the orders are required by the shipping activity for each transportation, three copies for issuance of transportation requests, two copies for each transportation activity transporting dependents, two copies for reimbursement of Dislocation Allowance, and two copies for reimbursement of Family Separation Allowance. NORMALLY NOT MORE THAN TWENTY COPIES SHOULD BE DELIVERED TO THE MEMBER.

- Indicating Old Duty Station on New Orders. In order to eliminate delays and personal hardship to the member concerned regarding shipment of household goods, when personnel are received at an activity, such as a receiving station, for further assignment or for further transfer, and the activity endorsing the transfer order, the name of the last permanent duty station to which the member was attached will be indicated.
- Correction to Orders. In general, the terms of orders cannot be changed after travel has commenced. However, in certain circumstances, an error may occur in the preparation of orders which will require correction after the fact. Such correction is proper only when the orders do not reflect the intention of the order-issuing authority at the time the orders were originally prepared. When orders are corrected after the travel has commenced or been completed, the correction endorsement must include a complete explanation of the facts relative to the occurrence of the error. Since all claims with any retrospective aspects must be settled by the General Accounting Office, this information is essential to the proper settlement of the claim involved.
- Early Reporting. It is the policy of the Department of Defense that members should not be paid per diem incident to early reporting for TEMDU or TEMADD except as specified in MILPERSMAN 1320-140. (See DOD INST 1327.5.)
- Transportation in Connection with PCS Orders. PCS orders will direct the use of government air OUTUS. Requests to "authorize" vice "direct" the use of government air OUTUS must be completely justified in detail to COMNAVPERSCOM (PERS-4). If circuitous travel is involved, the complete en route travel itinerary must be included in the justification. CNO N-413 previously COMNAVPERSCOM (PERS-332) does not direct a specific means or mode of transportation. This authority has been delegated to Navy Passenger Transportation Offices (NAVPTOs) who will determine the availability or non-availability of government air and make complete transportation arrangements using commercial carriers as necessary to meet mission requirements. See NAVMILPERSCOMINST 4650.2, paragraphs I. C. and VI. A. regarding transportation policies and procedures.

Normal mode of PCS travel overseas is by air except when travel by air is medically contraindicated. Refer to NAVMILPERSCOMINST 4650.2.

The member may elect the mode of travel inside CONUS. If the member elects to travel by air within CONUS without air travel being authorized or directed in the orders, their travel time will be computed on the basis of commercial carrier travel time. If air travel is directed (not authorized) in the orders, the travel time between any two points in the United States is reduced to one day. Air travel is sometimes directed in the United States simply to limit travel time (e.g., for round trips between east and west coast, or vice versa, to perform TEMDU in

conjunction with PCS orders).

It is recognized that TEMDU or TEMADD from ships coincident with arrival in or departure from various ports present special problems. (See Article 24.03.)

21.013 BRIEFING OF MEMBERS PRIOR TO TRANSFER.

Transferring commands will brief members prior to transfer on the following:

- That records and accounts are handed to the member for safe delivery to member's new Commanding Officer. That the member's personal effects are in the member's possession, if indicated in command endorsement to PCSTO. That it is the member's responsibility to report to new station with records, accounts, and personal effects.
- That personnel under orders, including authorized delay, are considered to be attached to the ultimate destination or the next designated intermediate station as the case may be. That, if unable to contact these activities, in cases of emergency, member should contact the nearest known Naval activity. In the case of members ordered to a ship and the ship to which ordered is not in port, they should report to the nearest Naval activity.
- That members ordered to a command which is listed in Figure 24J as being part of the Personnel Administrative Support System (PASS) shall be informed as to their ultimate duty station and which Personnel Support Detachment (PSD) they should check into for Administrative/Accounting purposes.
- Personnel must be advised that TRICARE-Family Member Dental Plan treatment is not available to family members accompanying sponsor assigned to other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam Or Canada (Covered Areas). Though not required, Personnel are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at oversea military dental treatment facilities to maintain existing dental health. In the event the sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a Covered Area.
- Personnel who are not enrolled in the TRICARE - Family Member Dental Plan (FMDP), returning from an accompanied assignment (other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Area) must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is not automatic and have at least twelve months of active duty remaining at time of transfer to a Covered Area.
- That in the case of illness or accident, the member should notify the nearest known Naval activity immediately and request instructions.
- That, if leave is granted, the member is responsible for receiving any communications forwarded to the leave address in block 4e of the memorandum endorsement. That, if leave is canceled, member must return immediately.
- That the contents of orders and whereabouts of ships and personnel must not be divulged to unauthorized persons.
- That a copy of local endorsement to PCSTO is being mailed direct to the

ultimate destination.

- That personnel must cooperate with Shore Patrol and Armed Services Police at all times. Misconduct will be cause for disciplinary action.
- That current regulations do not authorize transportation of dependents to intermediate locations at government expense, and where TEMDU/Temporary Duty Under Instruction (TEMDUINS) has been directed, that personnel occupying government family quarters at their old duty station are authorized to retain such quarters for up to 20 weeks until reporting to their ultimate duty station.
- That personnel traveling aboard government owned or operated aircraft (including Military Airlift Command (MAC) CAT B and CAT M) shall wear the appropriate uniform unless civilian clothes are authorized in the individual's orders. Normally civilian clothing will not be prescribed unless indicated by the foreign clearance guide. When civilian clothing is worn, it will be in good taste and not in conflict with accepted attire in the overseas country.
- That personnel arriving prior to the "report not earlier than" date specified in the orders when TEMDU is directed shall be given the option of either remaining in a leave status until the required reporting date or, of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TEMDU directed by the orders.
- The recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. CNO WASHINGTON DC 312248Z AUG 85 NAVOP 111/85 provides travel security policy guidance for Navy personnel and their dependents when traveling overseas. Although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high threat area/airport should be briefed on required and recommended precautionary measures.
- Personnel transferring to deployed activities may encounter transportation delays in reaching their duty station and they must be prepared to meet lodging and meal expenses they will incur during such delays.
- Personnel under orders to a deployed unit are responsible for the support and welfare of their dependents while deployed. They should as a minimum:
 - 1) Register an allotment or ensure alternate means of adequate support for dependents during absence.
 - 2) Ensure dependents' identification cards will remain valid until the sponsor's return; or leave the completed applications for renewal with the dependents prior to departure.
 - 3) Consider execution of special powers of attorney for any specific items which require resolution by a dependent during absence.
 - 4) Personnel must be advised that TRICARE-Family Member Dental Plan treatment is not available to family members accompanying sponsor assigned to other than the fifty United States, U.S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Areas). Though not required, personnel are encouraged to remain enrolled. Routine and essential-only specialty dental care for family members is provided on a space-required basis at overseas military dental treatment facilities to maintain existing dental health. In the event the

sponsor remains enrolled in the dental plan, the family members are eligible for dental care whenever they travel to a Covered Area.

5) Personnel who are not enrolled in the TRICARE - Family Member Dental Plan (FMDP), returning from an accompanied assignment (other than the fifty United States, U. S. Virgin Islands, Puerto Rico, Guam or Canada (Covered Area) must be advised of the availability of the TRICARE-FMDP. The sponsor must elect enrollment, if desired, since participation is not automatic and have at least twelve months of active duty remaining at time of transfer to a Covered Area.

- Personnel must be advised that dependents accompanying sponsor on an overseas assignment (other than U.S. Virgin Islands, Puerto Rico or Guam) are to be disenrolled from the Dependent Dental Plan (DDP), because DDP is not available overseas and dental care is provided on a space available basis at overseas military dental treatment facilities. Procedures available in DOD 7000.14-R (Financial Management Regulations) and OPNAVINST 1751.1A.
- Personnel returning from an accompanied overseas assignment (other than U.S. Virgin Islands, Puerto Rico and Guam) must be advised of the availability of the Dependent Dental Plan and informed that the sponsor must elect enrollment since participation is not automatic. Procedures provided in DOD 7000.14-R (Financial Management Regulations) and OPNAVINST 1751.1A.

21.014 DURATION OF TEMPORARY ASSIGNMENTS EXCEPT FOR COURSES OF INSTRUCTION.

The Joint Federal Travel Regulations, Volume 1, par. U2145 implementing various Comptroller General decisions, limits TEMDU or TEMADD assignments to periods not in excess of six months except in certain circumstances. Orders issued in violation of this restriction will jeopardize members' entitlement to temporary duty allowances. Therefore, order issuing authorities will ensure that TEMDU or TEMADD orders are not issued when the contemplated duration is in excess of six months, except as provided for in JFTR. Orders issued in violation of this restriction are not considered competent for the purpose of per diem payment.

The issuance of TEMDU or TEMADD orders for consecutive periods of TEMDU at the same place, whether or not broken by short periods at the official permanent duty station, is prohibited when it is contemplated that the duty involved will require the same member or different members' service in excess of six months. PCS orders are required in these circumstances, unless the Deputy Chief of Naval Personnel (DCNP) expressly authorized the issuance of TEMADD orders.

Approval of periods over six months. When an order issuing authority desires to effect a temporary assignment in excess of six months, under conditions where it would be impracticable or uneconomical to effect a PCS, authority will be requested for the issuance of such orders in accordance with the JFTR, par. U2145-B. Requests will be submitted to COMNAVPERSCOM (PERS-454C) for approval by the Chief of Naval Personnel. When approval is granted, orders which are issued will specifically reference such approval.

It is recognized that there are many instances when a temporary assignment will be contemplated to be of less than six months duration but bonafide extensions will cause the actual duration to extend beyond six months. Such extensions are limited to those cases in which there has been a definite change or unforeseen expansion in the duty, or unforeseen delays were

encountered, requiring an extension of the TEMDU period. See NTI 3002.

Approval from COMNAVPERSCOM is not required in these instances. However, an anticipated requirement of an additional six months remains, action will be taken to fulfill the requirement through PCS action or approval of an extension.

Extensions of TEMDU or TEMADD. An endorsement indicating extension is required on orders when periods of TEMDU or TEMADD is extended beyond that contemplated in the basic orders. For orders involving TEMADD, See Article 21.045.

21.015 DURATION OF TEMPORARY ASSIGNMENT (COURSES OF INSTRUCTION).

For determining factors in duration of temporary assignments refer to Chapter 7 and the JFTR U2145 /Navy Travel Instruction (NTI) 3002.

21.02 THE STANDARD TRANSFER ORDER.

21.021 GENERAL INSTRUCTIONS.

- Multiple Address Orders. The STO shall be addressed to the senior member in charge followed by "and (number) personnel as per attached list".
- Group Travel. When orders are issued to three or more members traveling together from the same point of origin, to the same destination, on either PCS, TEMDU, or TEMADD, the order writing commands shall consider the feasibility of group travel orders. When group travel is utilized, the orders involved must be specifically designated as a "group travel order" and transportation, lodging and subsistence will be furnished en route.

When personnel are traveling in draft or group movement, the attached list of names shall contain information required by Article 21.22 regarding Blocks (6), (7), (8), (9), and (10).

- Restrictions of Use of Group Orders. Order writing activities will utilize group travel to the fullest extent possible. Group travel orders will not be issued to a member when:
 - Exigencies of the service actually prevent the member from traveling with a group.
 - It is necessary that the member accompany dependents traveling at the same time incident to a permanent change of station.
 - The member is granted delay en route to count as leave.
 - The member is authorized to perform travel via privately owned conveyance on PCS. This provision will be employed when necessary to enable members to utilize their privately owned conveyances en route to the new duty station.
 - The commander directing the travel determines that individual travel is in the best interests of the individual and the government.

Whenever practicable, government conveyance shall be used when effecting transfers. When this is impracticable, transfers may be made by commercial conveyance at government expense. If practicable, within the time specified in the orders or as prescribed in MILPERSMAN 1326-010, transfers directed by

COMNAVPERSCOM shall be made by government expense, unless specific instructions to the contrary are directed.

Dissemination of information regarding anticipated movements of government vessels and intelligent use of this information by Commanding Officers will result in appreciable economy in the expenditure of funds for transportation.

When Commanding Officers receive orders to transfer a draft to a vessel, they will, if practicable, communicate with the Commanding Officer of that vessel and arrange for transfer to the point involving lowest transportation costs, taking into consideration the needs of the vessel and the time when the transfers can be made.

For further details covering passenger transportation see OPNAVINST 4650.15.

Commanding Officers who are transferring personnel to mobile units must ensure that the port to which the member is proceeding is clearly indicated. Copies of the PCSTO sent to the new command will include estimated reporting dates. In order to eliminate unnecessary travel between ports by personnel reporting to mobile units, Commanding Officers of mobile units must review the PCSTO of all enlisted personnel who are reporting to their command. Every effort must be made to ensure that the individual is proceeding to the correct port. If member is not, the Commanding Officer must advise the distributor that made the ultimate assignment or transferring command, by message, of the full particulars, including the individual's name, social security number, rate, transfer authority, leave address, intermediate station, estimated date of arrival and the expected location of the command at the time. The distributor or transferring command will then take the necessary action and issue a modification if deemed appropriate.

21.022 DETAILED INSTRUCTIONS FOR PREPARATION OF THE STO.

Strict adherence to the action required in compliance with OPNAVINST 4650.15 is directed when applicable. Detailed instructions for the entry of data on the STO are given below. For guide to block numbers, see sample STO (Figure 21A).

BLOCK 1 - Name and Location of Transferring Ship or Station: Enter the complete name and designation of the transferring ship or station at time of preparation of orders. If not inconsistent with security regulations, command should include the geographical location.

In cases where an order writing activity, such as a naval station, has received personnel for further assignment or for further transfer, the complete name of the last permanent duty station of the member shall be included in this block, enclosed in parentheses immediately following the name of the order writing activity. (Not applicable on recall to active duty and initial permanent duty assignment for Reserve and Regular Navy personnel.)
Example: Naval Station, San Francisco, California: (Last Perm. Duty Sta: U.S. Naval Air Station, Agana, Guam.)

BLOCK 2 - Number: Enter the individual activity's transfer serial number. (STO's will be numbered consecutively by calendar year. Example: 1-77, 2-77, etc.)

BLOCK 3 - Date: Enter the date the orders are prepared. Example: "(PREPARED) 1 June 1977."

BLOCK 4 - Authority: Enter the authority for the transfer, including the full title of the originator, file and serial number, date and/or the date and time

group and the month in the case of a message, and the "TC" number as appropriate, e.g., BUEPRS "TC" B1820/G2.

BLOCK 5 - Travel Class Code: Enter the CIC.

BLOCK 6 - Name in Full: Enter each member's last name (in capital letters), first name, middle name, and if applicable, Junior (Jr.), Senior (Sr.), Second (II), etc. If an individual has no middle name, indicate by using NMN. If member does not have a first or middle name and uses initials, indicate by enclosing each initial in quotation marks, i.e., "J" "C".

Note: In block 6 on line 2 enter the phrase "AND NO OTHERS". If group travel is involved, enter "See attached list" on this line.

Note: Immediately following the last line of typing (use blocks 7 through 10) FOR MEMBERS IN PAY GRADE E-4 WITH MORE THAN 2 YEARS SERVICE enter "E-4 with more than 2 years service."

BLOCK 7 - Social Security Number (SSN): Enter each member's SSN opposite his/her name with hyphens after the third and fifth digits. Example: 123-45-6789

BLOCK 8 - Pay Grade, Rate, and NEC: Enter the appropriate pay grade, rating abbreviation, and Navy Enlisted Classification Code number assigned each member. Example: E5-RM2(2361).

BLOCK 9 - Class: Enter the abbreviation of the branch and class of service for each member (USN, USNR, USN-RET, etc.).

BLOCK 10 - SR, HR, PR, and PE: Opposite each member's name, enter "1" to indicate the presence, or "0" to indicate the absence, of the service record, health record, pay record, and personal effects. If any of the above records or any personal effects are missing, a statement shall be attached to the STO indicating the reason for absence, the location of the missing items, and when they will be forwarded, if known. Also, attach copies of any correspondence relative to any missing items.

BLOCK 11 - Intermediate station: Enter in sequence the complete titles and Unit Identification Codes (UICs) of all intermediate stations to which members will report in carrying out their orders. Include the "report not earlier than but not later than" entry furnished on the transfer directive (See Figure 21A). On TAD orders, the TAD station shall be shown here.

Only such transportation at government expense that is necessary to fulfill the requirements of the mission shall be included in the orders. This has special reference to PCS orders involving delay en route to count as leave. Orders must not be written to provide for reporting to an intermediate station for onward transportation when the intermediate station will serve no useful purpose incident to transfer to ultimate duty station. Positive action by transferring activities in obtaining travel data, prior to commencement of travel, will do much to eliminate the ordering of personnel to an intermediate station when the sole purpose is to obtain a travel request.

Upon receipt of an EPAD that contains an Accounting Category Code (ACC) in blocks 3, 8, or 13, include the respective ACC in each Intermediate Station block of the STO as appropriate, e.g., Block 3 ACC to Intermediate Station 1, Block 8 ACC to Intermediate Station 2, etc. Upon receipt of any form of transfer directive other than EPAD (message, speedletter, etc.) issued by COMNAVPERSCOM, Enlisted Placement Management Center (EPMAC), or Naval Reserve

Personnel Center (NAVRESPERSCEN) CODE 30, transcribe the ACC, if present, from the transfer directive to the appropriate Intermediate block(s) of the STO.

If ACC's are not displayed in the transfer directive issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACC as indicated in the Diary Message Reporting System Users' Manual (DMRSMAN).

ACC 320, 350, 370, 371, 380, and 391 are to be utilized when transferring personnel as directed by a non-distribution authority (other than COMNAVPERSCOM, EPMAC, or NAVRESPERSCEN). ACCs are required to be displayed in each block of the STO containing an intermediate duty station.

Exceptions to ACC utilization are as follows:

- Personnel being transferred under TAD orders or Active Duty for Training (ACDUTRA) orders will not have an ACC included in the orders.

BLOCK 12 - Nature of duty: Enter in this block the reason member is reporting to the intermediate station. Abbreviations will not be used. Example: Temporary Duty Under Instruction for Further Transfer.

BLOCK 13 - Ultimate destination: Enter the complete title and UIC of the ultimate activity to which member is ordered to report, and, if not inconsistent with security regulations, the geographical location.

Also, indicate port to which members are proceeding for reporting if ordered to a mobile unit, or overseas. Mobile unit receiving commands to which members are ordered to report should determine if the members are proceeding to the correct port, from advance copy of STO received. If they are not, the receiving command must advise the assignment control that made the ultimate assignment, by message, of the full particulars including the individual's name, SSN, rate, transfer authority, leave address, intermediate station, estimated date of arrival, and the expected location of the command at that time. The distributor will then take necessary action and issue a modification if deemed appropriate.

On transfer to Fleet Reserve, retirement, discharge with severance pay or involuntary release to inactive duty with readjustment pay (less than 8 years of continuous active duty) and on orders for separation, enter "Home of Record", "Place accepted for Current Enlistment", or "Place from which ordered to Active Duty" as appropriate, and enter the city and state. When a member attends a course(s) of instruction at an installation with a cumulative duration of 20 weeks without interruption by TEMDU/TEMDUINS elsewhere, the geographic location of the installation becomes the member's permanent duty station.

On separation orders to transfer to Fleet Reserve, retirement, discharge with severance pay, or involuntary release to inactive duty with readjustment pay (immediately following at least 8 years of continuous active duty with no single break therein of more than 90 days) and placement on Permanent or Temporary Disability Retired List, enter "Home of Selection". On TAD orders, the activity shown here will be the permanent duty station.

An individual may be directed to report to a vessel at a place which may not be the homeport of the vessel; if shipment is made to the place to which directed to report, at member's request, in this instance, it is considered to be shipment to a point of selection and no further shipment would be authorized at government expense under the same orders.

Prior to arranging for shipment of household goods in such cases, members transferring should be advised of the homeport of their vessel in order to avoid temporary or intermediate shipment which would prevent a later shipment to the homeport, or shipment to point of selection. Consult OPNAVINST 3111.14 for determination of homeport.

Upon receipt of an EPAD that contains an ACC in block 18, include the ACC in the Ultimate Destination block of the STO. Upon receipt of any other form of transfer directive other than EPAD (message, speedletter, etc.) issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSCEN, transcribe the ACC (if present) from the transfer directive to the Ultimate Destination block of the STO.

If ACCs are not displayed in the transfer directive issued by COMNAVPERSCOM, EPMAC, or NAVRESPERSCEN, utilize appropriate ACCs as indicated in DMRSMAN. ACCs 320, 350, 370, 371, 380, and 391 are to be utilized when transferring personnel as directed by a non-distribution authority (other than COMNAVPERSCOM, EPMAC, or NAVRESPERSCEN). ACCs are required to be displayed in the Ultimate Destination block of the STO.

Exceptions to the Accounting Category utilization are as follows:

- Personnel being transferred under TAD orders or ACDUTRA. Orders will not have an ACC included in the orders.

BLOCK 14 - Nature of Duty: Enter in this block the reason for which the STO has been originated; i.e., "for duty", "for temporary additional duty in connection with _____", "for separation", etc. In case of orders to TEMDUINS, the course and number of weeks of such course to be attended shall also be included. Abbreviations will not be used.

Due to the fact that entitlements (movement of Household Goods (HHG), dependent's travel, etc.) have been incorrectly based on the classification of the new duty station (e.g., FOR DUTY SEA, FOR DUTY SHORE, FOR DUTY OVERSEAS SHORE), such indication of type duty for rotation credit shall not be indicated on the STO.

BLOCK 15 - Number of days delay authorized: Enter the total number of days delay authorized to count as leave. If no delay authorized; enter "None". Delay to count as leave shall never be authorized in "group travel" orders.

BLOCK 16 - Number of days travel/proceed time authorized: Enter the number of days travel time (MILPERSMAN 1320-100) and/or proceed time (MILPERSMAN 1320-090) authorized. Example: 03TT, 04PT. If neither travel nor proceed time is authorized, enter "None".

BLOCK 17 - Report not later than: Enter the hour and the date that members are due to report to the ultimate destination. (MILPERSMAN 1050-150).

When personnel are being transferred to mobile units (ships, aircraft squadrons), interview the individual concerned to determine if he/she plans to report prior to the "not later than date". If so, indicate this estimated date on the copy of the STO to the new command.

Each intermediate station shall enter under "Supplemental Instructions" the hour and date that the individuals are due to report to the next intermediate destination or to the ultimate destination, as applicable. If the "Supplemental Instructions" section is full, this information may be entered on the reverse side of the STO.

When a "prior" reporting date is specified in the transfer authority, such information shall be entered opposite the reporting activity concerned. Note: Do not, under any circumstances, enter in this block the phrase "As transportation directs".

When personnel in the same metropolitan area of a naval medical facility are transferred thereto for hospitalization, the transferring command shall ensure that, insofar as practicable, the patient reports to such medical facility prior to 1630 hours. Depending upon the circumstances in each case, including the availability of transportation, the earliest, practicable hour shall be shown in the "REPORT NOT LATER THAN" block.

BLOCK 18 - Address while on leave: If applicable, enter the complete address where the member may be contacted while on leave, including the ZIP code and telephone number if available.

NOTE: Do not, under any circumstances, enter "En Route".

BLOCK 19 - Supplemental Instructions: Enter any supplemental instructions issued to the member. Each instruction shall be signed, in ink, by the commanding officer issuing the instruction or by the signatory authorized to sign in accordance with MILPERSMAN or U.S. Navy Regulations. The rank and title shall be entered, following the signature. In the case of personnel reporting early for TEMDU assignments, see MILPERSMAN 1320-080.

Personnel E-4 and below must submit a special request for advance pay to be approved at local command level. When an enlisted member's request for an advance of pay on permanent change of station is approved, enter "AUTH (NO.) MONTHS ADVANCE PAY". This endorsement will be signed by the commanding officer or an officer designated to sign "By direction of the Commanding Officer". Enter the homeport of the afloat new duty station. On PCS orders to sea duty, the homeport of the vessel is considered the duty station for the purpose of shipping household goods. On PCS orders to a ship, shipment of household goods is authorized to the homeport of the vessel or to a place of selection (See SECNAVINST 4650.19) within the United States.

Enter correct mailing address of new duty station - the address shown in the Standard Navy Distribution List, Part I, or the Catalog of Naval Shore Activities: "New Duty Station Mailing Address - USS MIDWAY (CV 41), FPO San Francisco 96631". (This address to be used in preparing OPNAV Form 2700-5, "Notice of Change of Address" card. Refer to paragraph 9104, OPNAVINST 5112.6, Department of the Navy Postal Instructions.)

BLOCK 20 - PCS accounting data: When orders are issued authorizing the expenditure of government funds, accounting data which must appear in each set of orders will be determined as follows:

- For PCS (including TEMDU in connection with a PCS) utilize the accounting data furnished on the transfer directive. In those cases where accounting data is not furnished, refer to the Financial Management Guide for Permanent Change of Station (PCS) Travel (BUPERSINST 7040.6), and enter in this block applicable accounting data as shown therein for each member shown in the travel order except for enlistee (USN/USNR) transferred to recruit training.
- For TEMADD, enter the applicable accounting data in this block as determined by reference to NTI, par 3120 and NAVCOMPTINST 7300.99. In addition, the TANGO number assigned by the allottee will be shown immediately following the accounting data.

- On a permissive travel authorization, enter "NO EXPENSE TO THE GOVERNMENT IS AUTHORIZED IN CONNECTION WITH THESE TRAVEL AUTHORIZATIONS. IN CASE YOU DO NOT DESIRE TO BEAR THE EXPENSE YOU WILL REGARD THIS AUTHORIZATION AS REVOKED."
- See JFTR, Volume 1, Chapter 7, Part G and MILPERSMAN 1050-130 about emergency leave.

To avoid crowding, the above entry may be typed in Block 19, Supplemental Instructions.

BLOCK 21 - TEMDUINS Per Diem Accounting Data: Utilize the TEMDUINS accounting data furnished on the transfer directive.

BLOCK 22 - Fiscal Data for Transportation Request: Enter fiscal data from PCS accounting data (BLOCK 20) as indicated.

BLOCK 23 - Transportation is authorized in accordance with the following: Enter an "X" in the appropriate box. When applicable, enter an "X" in both blocks "INDIVIDUAL" and "PRIVATELY OWNED CONVEYANCE".

Enter an "X" in the block marked "COMMERCIAL" when any of the various modes of commercial carriers are to be utilized, or, in the case of individual travel, when the member has an option under JFTR, Volume 1 of obtaining transportation requests or performing travel at own expense subject to reimbursement.

Enter an "X" in the block marked "GROUP" if the order being prepared involves the MILPERSMAN 1050-130 about emergency leave.

Enter an "X" in the block marked "GROUP" if the order being prepared involves the transfer of three or more members departing from the same station on the same date and proceeding to the same destination, and it is determined by the order writing command that the members should travel in a group travel status.

BLOCK 24 - Travel as indicated below is directed where available: Travel is directed when indicated in the order issued by the order issuing activity, i.e., COMNAVPERSCOM/EPMAC or by the various Navy Transportation Offices for transoceanic travel. Also refer to last bullet, article 21.013 of this manual.

Enter an "X" in the block marked "GOV'T AIRCRAFT" when this method of travel is directed.

Enter an "X" in the block marked "COMMERCIAL" when this mode of travel is directed.

BLOCK 25 - PRIORITY: Enter the description and number of any priority authorized when directed to travel by government aircraft. Refer to OPNAVINST 4630.18.

BLOCK 26 - FROM AND TO: Indicate the geographical locations between which travel is directed by either government or commercial aircraft.

BLOCK 27 - Transfer Code No.: Enter the hour and date member is authorized to depart from transferring command. Example: 0001, 2 APR 1977.

BLOCK 28 - Authenticating signature, rank, title: The signature, in permanent black or blue-black ink or ball point pen shall be that of the Commanding

Officer of the transferring activity, or, when the Commanding Officer specifically delegates such authority to a subordinate officer, master chief, senior chief, chief petty officer, petty officer first class, or civilian, may be "by direction of the Commanding Officer". Enter rank and title of signatory signing. The authenticating signature will be affixed only to the original order.

BLOCK 29 - Signature of traveler or senior in charge: The signature of the traveler or senior in charge shall be affixed, in permanent black or blue-black ink or ball point pen, after the orders have been read and it is stated that they are understood.

BLOCK 30 - Enter date orders delivered to member or date member notified of orders. Example: "DELIVERED/NOTIFIED on 15 April 1977.

21.03 THE STANDARD TRANSFER DIRECTIVE (STD).

21.031 DESCRIPTION OF DATA CONTAINED ON THE STD.

For guide to item numbers, see sample STD (Figure 21B).

ITEM A Document identifying name.

ITEM B Type of orders and date prepared: ORIG ORDERS will appear when an STD is first prepared; MOD ORDERS will appear when the original STD has been modified. Date prepared format is YY MM DD.

ITEM C Authority: Title of the originator, "TC" number and desk code.

ITEM D Order Number: The transferring activity's transfer serial number (consecutively numbered by calendar year) followed by the last two digits of the year of transfer.

ITEM E Name of Transferee (Last, First, Middle), Pay Grade, Rate.

ITEM F SSN with dashes (-) between the third and fourth, and fifth and sixth digits.

ITEM G Primary/Secondary Navy Enlisted Classification Codes.

ITEM H Class of Service.

ITEM I Name and Location of Transferring Station (in block format) with UIC appearing as the bottom line.

ITEM J Pay Entry Base Date (PEBD), Expiration of Active Obligated Service (EAOS), Projected Rotation Date (PRD) at prospective ultimate duty station. PEBD and EAOS format is YY MM DD. PRD format is YY MM.

ITEM K Leave address: Street, city, state and zip code.

ITEM L Phone: Leave telephone number, including area code.

ITEM M Authorized: Days leave, travel, and proceed (00 will appear if none is authorized), and as applicable, Advance Leave Rations (ADV LVRATS) REQUESTED, ADV MILEAGE AUTH, (1, 2, 3) MONTHS ADV PAY AUTH and mode of travel (if applicable, Privately Owned Conveyance (POC) state and license number will appear).

ITEM N Statement of physical qualification for transfer.

ITEM O Accounting Data: PCS accounting data will appear on the STD and if applicable, TEMDUINS PER DIEM accounting data will appear directly beneath the PCS accounting data line.

ITEM P Self-explanatory instructions.

ITEM Q Reporting Station to Area: Reporting station(s) will appear in reporting station sequence (i.e. Intermediate 1, 2, 3, and Ultimate, as applicable). Data provided for each reporting station is: UIC, Activity Name, ACC - Type of Assignment, Report Not Earlier Than Date (YY MM DD), (if applicable), Report Not Later Than Hour (required for first reporting station only), Homeport - City, At Location of Reporting Station, Additional Reporting Instructions, School Class Convening Date (YY MM DD), (if applicable), and mailing address of each reporting station.

ITEM R Self-explanatory instructions.

ITEM S Additional Instructions: As specified by the Detailing Authority (COMNAVPERSCOM stored text).

ITEM T Comply With Items: No longer applicable.

ITEM U Transfer Code Number: This number consists of an optional transfer code prefix and the day, hour, month and year of transfer.

ITEM V Authenticating Name, Rank, and Title of the individual authorized to certify the orders. The original copy of the STD will be affixed with the authenticating signature.

ITEM W Self-explanatory transferee acknowledgment statement. Opposite "SR", "HR", "PR", "PE" enter a "1" to indicate the presence, or "0" to indicate the absence of the service record, health record, pay record and personal effects.

ITEM X Self-explanatory identification for transferee's signature.

ITEM Y Enter the following slogan on the STD form. "Support your local Recruiter. Call the Navy Recruiting Command's toll-free number (1-800-327-NAVY)."

ITEM Z Enter the member's security clearance.

ITEM ZZ Enter names, addressed, and telephone numbers if known of primary and secondary next of kin.

21.04 PERMANENT CHANGE OF STATION TRANSFER ORDERS (PCSTO).

21.041 DETAILED COMPOSITION OF THE ENLISTED PERMANENT CHANGE OF STATION TRANSFER (PCSTO) ORDER.

HEADER SECTION:

- For message orders the header consists of the complete list of Plain Language Addresses (PLADS) for the action and information addresses of the order and the standard message classification line.

FROM: COMNAVPERSCOM MILLINGTON TN
TO: PERSUPP DET CRYSTAL CITY WASHINGTON DC
INFO: PERSUPP DET BETHESDA MD

UNCLAS //NO1306//

- For letter orders the header consists of the issuing command's letter head, the appropriate Standard Subject Identification Code (SSIC), issuing detailers organization code, issuing date and a complete mailing address for the activity receiving the order.

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON D.C. 20370-5000

ORIGINAL
PERS-402B
17 MAY 1987

TO: OFFICER IN CHARGE
PERSONNEL SUPPORT DETACHMENT
CRYSTAL CITY CM 3 RM 100
WASHINGTON DC 20371-5000

SUBJECT LINE:

- The order number, containing the issuing authority's short title, the julian date, order mod number (if any), member's Social Security Number, the member's rate and the desk code of the detailer issuing the order.

SUBJ: COMNAVPERSCOM ORDER: 1287-000-00-0000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR, JON Q

DETACHING ACTIVITY SECTION:

- This will identify the name of the command, its location or homeport, the type of duty and the directed date from which member is being detached. Specific instructions to the member or the activity from which he/she is detaching will follow the formatted information and will end this section.

WHEN DIRECTED DETACH IN AUG 87	EDD: AUG 87
FROM T-ARC A J MEYER MILDEPT	UIC: 42031
HOMEPORT OAKLAND CA	
FROM DUTY	ACC: 100
PERSONNEL ACCOUNTING SUPPORT: COMSC PAC	UIC: 62383

INTERMEDIATE ACTIVITY SECTION:

- Identifies each activity to which the member is to report for temporary duty or temporary duty under instruction enroute to the ultimate duty station. Reporting dates, command name, location and UIC, the type of duty reporting for, the Accounting Category Code (ACC), the total duration (in days) of the temporary duty, the detaching instructions and an identification of the activity providing personnel accounting support will be displayed. The information displayed will include duration of the course (in days), course name, class number, convening and graduation dates and the course data processing (CDP) code.

RPT NET 16 AUG 87 BUT NLT 17 AUG 87
TO NUCWEAPTRAGRLANT UIC 63007
LOCATION: NORFOLK VA
FOR TEMDUINS ACC: 341
FOR APPROX 66 DAYS

ORDER CLASS FORMAT

TO ATTEND NAWA SUPVR CLASS: 8504
CONV: 18 AUG 87 GRAD: 24 OCT 87 ENEC: 0926
CDP: 5746

PERSONNEL ACCOUNTING SUPPORT: PSD NAVSTA NORFOLK VA
UIC 42574

UPON COMPLETION OF TEMDUINS AND WHEN DIRECTED, DETACH EDD OCT 87

ULTIMATE ACTIVITY SECTION:

- Consists of the date to report for duty, the command's name, location and UIC, the type duty reporting for, assigned rate and NEC's, the ACC and the member's new projected rotation date (PRD).

REPORT NOT LATER THAN 24 SEP 87 EDA: 24 SEP 87
TO NAVCAMS WESTPAC GUAM UIC: 70243
PERMANENT DUTY STATION FINEGAYAN GUAM
FOR DUTY ACC: 100
TYPE DUTY SEA/ShORE CODE SSC 3
ASSIGNED RATE AD1 PNEC 6401 DNEC: 8327 PRD: 0989
PERSONNEL ACCOUNTING SUPPORT: PERSUPP DET NAVCAMS WESTPAC UIC: 43463

ACCOUNTING DATA SECTION:

- Customer Identification Code (CIC).
- MPN or RPN line of accounting data against which expenditures for household goods shipments, mileage, and temporary duty (TEM DU) per diem is to be charged.
- O&MN Line(s) of accounting data against which temporary duty under instruction (TEM DUINS) per diem is to be charged. Separate O&MN lines will be printed for each fiscal year TEM DUINS is chargeable.

CIC: ALMH7153
PCS ACCOUNTING DATA:
NMH7 1771453.2253 G 000022 AL MH71 1/S/3 MH7000000000

NOTE: Orders issued as a letter of intent will not contain accounting data (See Figure 21E).

SPECIAL INSTRUCTIONS

- Contains information of a directive or advisory nature that does not pertain to any of the other sections described above.

MASTER RECORD DATA

- Displays various items of information about the member as found on the Enlisted Master Record (EMR).

PEBD: 17 DEC 85	DESIG:	PNEC 6401	--SCHOOL--	--CAREER
HISTORY--				
ABBD: 03 SEP 76	SEX: M	SNEC 8327	DATE CRS MO	S/S
LOC TYPE				
EAOS: 23 JAN 92		TNEC	AUG 82 472S 00	3
OKI 10870				
EXT SCH:	DEP-P: 3	QANEC	AUG 82 032H 00	6
WLB 11089				
EXT OTH:	DEP-S: 0	QINEC	MAY 82 4010 00	
EXT INV:	LIMDU:	EDUC: 12	NOV 78 472N	
CADD				
SEC: K	DATE: 10 APR 78	BIRTH: 15 JUN 57		
TEST ID: A7	GCT/WK: 54	ARI/AR: 57	MECH: 49	CLER: 45

COPY TO INFORMATION

- Contains the names and/or COMNAVPERSCOM, EPMAC, and NRPC desk codes that have been designated by the order writer to receive a copy of the order. These "copy to" entries will be in addition to those automatically included on the order's distribution. The "copy to" section will print on letters only, not on message orders.

PERS-404DG4
PERS-40BB

21.05 TEMADD ORDERS.

21.051 AUTHORITY FOR ISSUING.

Commanding officers are authorized to issue TEMADD travel orders to places within and outside the continental limits of the United States for enlisted members of the Armed Forces under their jurisdiction, provided they are in receipt of allotments from appropriate funds to support the travel costs of orders, or have been specifically authorized in each case to charge the cost of travel to an appropriation which is administered by that activity issuing the authorization. It is mandatory that all commands authorized to issue TEMADD orders actively pursue minimization of monetary expenditures associated with such orders. In this regard the following restrictions are imposed:

- All proposed TEMADD Travel will be approved by an officer of flag rank or by the Commanding Officer of those order issuing activities not commanded by a flag officer.
- Government transportation (including government air), quarters and messing shall be utilized to the fullest extent practicable in the execution of all TEMADD orders.

In the past, higher authority has directed criticism at the various governmental agencies for permitting both civilian and military personnel to take leave in connection with TEMADD where it could be construed that the TEMADD was arranged, both as to time and place, in order to provide transportation of leave travel at government expense. Subject to these remarks, Commanding Officers/Officers in Charge are authorized to grant leave in connection with TEMADD orders issued to enlisted personnel as follows, provided no additional cost to the government is involved:

- Leave equal to earned leave plus advance leave, total not to exceed 30 days, regardless of duration of TEMADD ORDERS.

Strict compliance with MILPERSMAN 1320-080 is directed in regards to reporting early for TEMADD.

This authority for issuing TEMADD orders is subject to such additional instructions and limitations as the command's administrative commander may prescribe.

Reserve enlisted members recalled to or performing active duty for training can be issued TEMADD orders requiring travel away from the place of training duty.

- Attendance at professional meetings. Requests for attendance of enlisted personnel at meetings of scientific, professional, technical, or similar organizations sponsored or convened by non-federal societies or groups, shall be submitted to the Administrative Assistant to the Secretary of the Navy, in accordance with current directives.
- Travel limitations. Orders will involve only round-trip travel, and will prescribe a definite itinerary. Travel should be performed on one set of orders for the complete round-trip. No orders will be issued to enlisted members involving repeated travel. The orders must be dated on or prior to the day on which travel commences. Orders which are issued after the commencement of travel shall (1) state urgency of travel and reason for not issuing written orders, and (2) confirm verbal, telephone, or dispatch instructions.
- TRAHAB orders. "TRAHAB" is defined as training and/or rehabilitation ashore within the meaning and intent of Public Law 86-635. Use of the abbreviation, which is restricted exclusively to temporary assignments of members regularly assigned to nuclear powered crew submarines, undergoing training and/or rehabilitation away from the submarine or its homeport, will be written "for TEMADD TRAHAB". Attention is invited to the Navy Comptroller Manual and Navy Travel Instructions for details concerning entitlements.
- Security Clearance. In many instances personnel are transferred on TEMADD to attend a course of instruction which requires a certain degree of security clearance. Although Chapter 18, OPNAVINST 5510.1 series requires advance notification of the purpose of a visit when access to classified information is involved, and requires a statement of the security clearance held by the individual, commands often fail to furnish this advance notification and statement of security clearance. This results in costly delays in the course of instruction while the member's clearance is obtained.
- A statement certifying the degree of security clearance held by the individual, date of completion and investigating office shall be included on the STO, NAVPERS 1320/16, i.e., SECRET-NAC completed 6 DEC 62 DIO-5. This will afford ready assurance to the command to which the member reports for TEMADD that he/she is properly cleared, and will provide certification of clearance in situations when advance notification is not feasible.
- The recent series of terrorist hijackings provide clear evidence that DOD personnel are being singled out as targets for attack. CNO WASHINGTON DC 312248 AUG 85 NAVOP 111/85 provides travel security

policy guidance for Navy personnel and their dependents when traveling overseas. Although the chance of becoming a victim of terrorism is remote, personnel traveling to or through a high threat area/airport should be briefed on required and recommended precautionary measures.

21.052 TRANSPORTATION.

Commanding Officer determines mode of travel. Commanding officers are authorized to direct the mode of transportation to be utilized. Except when it is in the best interest of the government to direct the use of other modes of transportation, the orders will direct travel via government air, where available.

Availability of Government Air Transportation. Prior to issuing orders directing travel by government air, order writing activities must ensure that this means of transportation is normally available between the points involved. The use of government air transportation should be confined to those duty points within a reasonable distance and readily accessible to those points between which such aircraft operate.

In determining the availability of government air transportation for TEMADD travel, the possible availability of transport type aircraft in a transient status should receive no consideration except in those areas where such aircraft operate with considerable frequency and can be utilized locally. Under no circumstances should proficiency flights, combat aircraft, or flights en route for heavy maintenance, be taken into consideration.

Travel arrangements. When government air will only be available to an intermediate point, travel arrangements, including the issuance of transportation requests, will be completed prior to departure from the permanent or TEMADD station, as applicable.

Government air priority. Priorities for travel by government aircraft will be limited to priority classes two, three, or four, and will be assigned in accordance with current directives. (See OPNAVINST 4630.18)

Certificate of non-availability of Government Air. When transportation by government air, where available, is directed in orders and another mode of transportation is used because government air is not available, a certificate issued by competent authority stating that government air was not available must be obtained and attached to the original orders.

Per Diem for Group Travel. For personnel traveling under group travel orders with government air directed, see JFTR, Chapter 4 and 5 regarding per diem.

21.053 TRAVEL AND PROCEED TIME.

- Travel Time. See MILPERSMAN 1320-100.
- Proceed Time. See MILPERSMAN 1320-090. Proceed time shall not be authorized in connection with TEMADD orders.

21.054 TRAVEL BY PRIVATE CONVEYANCE ON TAD.

Travel by Private Conveyance. When government transportation is directed where available, member may be permitted to travel via private conveyance at his/her own expense not subject to reimbursement. If government transportation is directed the mode must be specified. The following paragraph must be included in TEMADD orders of this type:

"GOVERNMENT TRANSPORTATION VIA (Specify mode) IS DIRECTED WHERE AVAILABLE. AT YOUR REQUEST, TRAVEL VIA POC IS AUTHORIZED AT NO EXPENSE TO THE GOVERNMENT. AUTHORIZED TRAVEL TIME IN EXCESS OF THAT REQUIRED BY THE DIRECTED MODE OF GOVERNMENT TRANSPORTATION IS CHARGEABLE AS LEAVE."

When government transportation is not available, personnel may be permitted to travel by private conveyance, in lieu of available commercial transportation.

Granting DELREP as Leave. If either of the above is permitted, personnel should be granted sufficient delay by the command authorizing this mode of travel in reporting to count as leave (See MILPERSMAN 1320-100) when applicable, in order to allow adequate time to perform the travel safely. Delay to count as leave, to, from, or between stations may be authorized at no additional cost to the government, by the Commanding Officer of the member's permanent duty station.

Availability or Non-Availability of GOVAIR for TAD Travel. When delay in reporting is granted, the availability or non-availability of government air transportation should be determined as of the time (See Article 21.042) the members depart their permanent or TAD station, and the fact that delay may have been granted should be disregarded.

If air transportation is certified as available, such transportation must be utilized or member forfeits payment of monetary allowance in lieu of transportation.

Travel by Private Conveyance for Convenience of the Government. When considered to be more advantageous to the government, the administrative commander authorizing the orders may authorize travel to be performed by privately owned conveyance. Orders must contain the clause "Travel is authorized by privately owned conveyance as more advantageous to the government".

It is imperative that this authorization be included in orders only when required by the nature of the duty to be performed and never solely in the interest or convenience of individual.

21.055 ACCOUNTING DATA FOR TAD ORDERS.

Accounting information shall be entered on the STO as provided for in the instructions for block 20, Article 21.022.

Intermediate or TEMDU stations shall not modify orders which will involve expenditure of additional funds without first obtaining approval from the allottee or command directing travel, except in cases of emergency.

In such emergency cases, the allottee and/or command directing travel will be informed of full particulars at the earliest possible date. A senior in the echelon of command may modify orders issued by a junior in the same echelon command when such action is appropriate.

21.056 PER DIEM.

TAD travel involving expense to the government is normally on a per diem basis (see JFTR). Orders may not prescribe a lesser per diem except when specifically authorized by the Secretary of the Navy or COMNAVPERSCOM.

Commands to which allotments for TAD travel expenses have been granted shall

submit a report of obligations and expenditures to the allotting activity in accordance with the directives issued by the allocating activity.

21.057 TAD ORDERS ISSUED AT NO EXPENSE TO THE GOVERNMENT.

Issuance of TAD orders involving travel at no expense to the government will be governed by the provisions of MILPERSMAN 1320-080.

Commands are prohibited from inserting the statement "NO COST TO THE GOVERNMENT" or a similar statement in TAD orders. The Comptroller of the Navy has ruled that an entry of this nature is without effect and that settlement will be directed on claims submitted where this phraseology is used. Therefore, the statement contained in MILPERSMAN 1320-080 shall be used in all TAD orders issued at no expense to the government, except the statements for special categories contained elsewhere in ENLTRANSMAN.

21.058 TAD ORDERS ISSUED TO MEMBERS IN A TEMDU OR TEMADD DUTY STATUS.

When enlisted personnel are on temporary or TAD and further TAD orders are required, original orders must be endorsed to show the issuing command, the date, and tango number of the new additional duty orders. Also, the original orders must be similarly referenced in the new additional duty orders.

21.06 ORDERS FOR SEPARATION.

Appropriate Commanding Officers are the authority for issuing orders for separation when no orders are issued by COMNAVPERSCOM. Orders for separation shall not normally be issued more than 6 months prior to the effective date of separation except as noted below. As a result, JFTR, paragraph U5330-G is not applicable with respect to the issuance of orders for separation. This does not apply for transfer to the Fleet Reserve or retirement.

21.061 PREPARATION OF STO FOR MEMBERS BEING SEPARATED.

Activities transferring personnel for separation shall prepare the STO in accordance with instructions contained in Article 21.022, modified as follows:

BLOCK 11 - Intermediate Station: (If stationed inside CONUS). Enter the name, designation, and geographical location of the separation activity to which the individual is being transferred for separation.

Order writing activities outside CONUS will enter, when applicable, the known intermediate station outside CONUS. In addition, enter the following statement:

"Transfer to the appropriate activity nearest to the port of debarkation in the United States in accordance with MILPERSMAN 1910-812." Do not enter a naval activity in CONUS for separation when preparing the STO; this activity will be determined at the port of debarkation.

In the case of Filipino nationals transferred to the Philippines for separation the provisions of MILPERSMAN 1910-812 apply.

BLOCK 13 - Ultimate Destination: Except in the case of transfer to the Fleet Reserve, retirement, placement on temporary disability retired list, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, enter the words "Home of Record", "Place accepted for current enlistment" or "Place

ordered to active duty from" in the case of a reservist who is not enlisted for immediate active duty in the place to which orders to active duty are addressed. In the case of members transferred to the Fleet Reserve, Retirement, placement on Temporary Disability Retired List, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, enter the words "Home of Selection".

BLOCK 14 - Nature of Duty: Enter the words "For separation".

BLOCK 19 - In Supplemental Instructions, except in the case of transfer to the Fleet Reserve, Retirement, placement on Temporary Disability Retired List, discharged with severance pay, or involuntary release to inactive duty with readjustment pay orders, type the following entry: "Your home of record upon entry on active duty was (enter home of record at time of entry into current period of active service as indicated in service record) (see MILPERSMAN 1000-100). You were accepted for enlistment at (or ordered to active duty from) (city and state)".

Orders for separation shall not normally be issued more than 6 months prior to effective date of separation. Exception: Orders may be issued without COMNAVPERSCOM approval up to 1 year prior to separation date for those members being separated as a result of decommissioning, command deactivation, base closure or homeport change provided the service member signs an administrative remarks (NAVPERS 1070/613) entry acknowledging any further movement of household goods and dependents will be at the service members cost and not at government's expense. This includes those members who subsequently elect retention and PCS transfer.

Orders for personnel transferring to the Fleet Reserve or retiring may be prepared upon receipt of the COMNAVPERSCOM' Fleet Reserve Authorization (NAVPERS 1830/2) or COMNAVPERSCOM' retirement letter authorization. These documents are the equivalent of a transfer directive.

In no case will members be transferred to separation activities under "NO COST" orders. Refer to MILPERSMAN 1910-812 for members who desire to be separated at a separation activity other than the separation activity nearest their duty station or port of debarkation.

21.062 SEPARATION PROCESSING.

Activities transferring personnel for separation processing or performing separation processing shall comply with instructions contained in MILPERSMAN 1910-812.

21.07 ORDERS FOR HOSPITALIZATION.

When transferring personnel for hospitalization, activities shall prepare individual STOs or TAD Travel Order (NAVPERS 1320/16), as appropriate.

- STOs shall be prepared in accordance with Article 21.022.

- Enter in STO block 19 or the Additional Comments and Instructions block of the TAD Travel Order (NAVPERS 1320/16) the appropriate statement from the following list:

- NO DISCIPLINARY ACTION AND NO ACTION ON AN ADMINISTRATIVE DISCHARGE PENDING.

- NO DISCIPLINARY ACTION PENDING BUT ACTION PENDING ON
(administrative type) DISCHARGE. AUTH: _____.
- DISCIPLINARY ACTION PENDING BUT NO ACTION ON AN ADMINISTRATIVE
DISCHARGE PENDING.
- DISCIPLINARY ACTION PENDING AND ACTION ON (administrative type)
DISCHARGE PENDING. AUTH: _____.

For complete information on transfers of personnel for hospitalization, see Chapter 17.

21.08 PERMANENT CHANGE OF STATION NO-COST ORDERS.

Under certain conditions, COMNAVPERSCOM authorizes the transfer of enlisted personnel at no cost to the government. This procedure is defined in detail in Chapter 16.

21.09 CHANGE OF DUTY STATUS.

The effective date of a duty status change will be determined in accordance with the Diary Message Reporting System Users' Manual (DMRSMAN).

21.10 FAMILY SERVICES CENTERS (FSCs).

Navy Family Service Centers (FSC) have been established at designated naval shore activities in both CONUS and OUTUS to provide comprehensive family-related information, programs and services for Navy families and single service members. The FSC network is designed to ensure a continuing awareness of the importance of the relationship between Navy families and Navy's overall combat readiness to execute its mission in our country's defense efficiently and effectively. Each FSC will promote and support ongoing efforts that will provide Navy personnel and Navy family units with opportunities to grow in their understanding of themselves and their families and to achieve a more satisfying life in the Navy. An integral portion of the FSC mission is to ensure the coordination and most efficient utilization of existing Navy and civilian family support services and resources.

21.101 SERVICES PROVIDED.

Each FSC will make available services in the following areas:

- Information and Referral. A comprehensive program will be established to provide information and referral concerning family related programs, services and resources which are available in the Navy and civilian communities.
- Coordination. The FSC staff will work to bring about closer coordination among existing Navy, Navy-related and community family support and assistance programs.
- Support of command efforts. The FSC will provide appropriate support/assistance to existing command sponsored efforts such as: the Navy Sponsor Program, Ombudsman Program, spouses organizations, etc.
- Counseling. All FSCs will carefully assess existing services and seek to develop close linkages to existing services (Career Information, CAAC, HRM programs) so that efficient use is made of limited FSC resources. The

services offered by the FSC should be complementary to existing Navy and civilian resources and should result in a more effective use of the existing Navy and civilian resources. Therefore, counseling at FSCs is intended to serve the following special purposes:

- To help the client (Navy service member or family member) assess the problem/distress/reason that brought him/her to the FSC.
- To inform the client about appropriate and available resources in the civilian and/or military communities.
- To link the client effectively with the other resources, if longer-term counseling is needed.
- To provide interim support to the client while he/she awaits the services to which he/she is referred.
- To help the client bridge over from the Navy resource to the civilian counseling resource, if needed.
- To assist clients, when feasible, on a short-term basis - approximately 1 to 8 visits.
- Exceptions to the foregoing are appropriate and may be required where other military or civilian resources are not available.
- Family Enrichment. The FSC staff will ensure the availability of the following types of programs or activities: marriage/family enrichment, parenting (for one and two parent families), couples communication, child development, individual development, etc. The foregoing is intended to be suggestive and does not preclude other appropriate programs or activities.
- Deployment Assistance. The FSC's staff will ensure the availability of pre, during and post-deployment assistance to Navy members and their families.
- Preventive Financial Planning. Navy FSC staffs will ensure the availability of preventive financial planning information and programs for Navy members and their families.
- Child and Spouse Abuse/Family Advocacy Program. The FSC has a key role in the Navy's Family Advocacy Program. The Center's staff will assist in the initial counseling and referral of Family Advocacy cases who are FSC clients.
- Special Needs Families. These include, but are not limited to, the following: single parents, families with handicapped children, foreign born spouses, etc. FSC staffs will endeavor to make relevant families aware of the availability of appropriate resources and will provide, as feasible, needed programs.
- Employment Assistance. Spouses are particularly concerned about employment following a move from one duty station to another. The FSC staff will ensure the availability of guidance and assistance to spouses seeking employment.
- Relocation Assistance. FSCs will ensure the availability of "Welcome Aboard" packets for incoming personnel. Also, each Center will maintain on file current "Welcome Aboard" packets from other Navy commands. These

will be available to Navy personnel and their families to use in gaining an understanding of the installation(s) to which they may be transferred.

-- Information Briefings. In addition, FSCs will provide, as directed by the command, information briefings and/or schools for all (married and single) newly arrived personnel and their families.

- Local Needs. Each FSC will develop and implement services related to local circumstances and needs. Examples of these are: citizenship classes for foreign born spouses, English as a second language classes, inter-cultural relations classes, inter-cultural marital counseling, nutritious meal planning and preparation, etc.

- Hospitality Kits. The FSC will provide hospitality kits, consisting of necessary household articles for the temporary use of transferring personnel and their dependents. These kits will be sufficient to enable incoming and transient personnel to live in partially furnished apartments or houses until arrival of their household goods.

21.102 FSC LOCATIONS

FSC's will be located as follows:

IN CONTINENTAL UNITED STATES (CONUS)

<u>STATE</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>	<u>FISCALYEAR</u>
<u>CALIFORNIA</u>			
ALAMEDA	Navy Family Service Center Naval Air Station Alameda, CA 94501	(415)263-3146 A/V 993-3146	82
LEMOORE	Navy Family Service Center Naval Air Station, Code 13000 Lemoore, CA 93245	(209) 998-4042/7 A/V 998-4040	83
LONG BEACH	Navy Family Service Center Code 11 Naval Station Long Beach, CA 90822	(213) 547-8220 A/V 360-8220	81
MARE ISLAND	Navy Family Service Center Naval Station, Code 70 Mare Island Vallejo, CA 94592-5000	(707) 646-2527/2188 A/V 253-2527/2188	84
MIRAMAR	Navy Family Service Center Naval Air Station Miramar, Code 230 San Diego, CA 92145	(619) 537-4099 A/V 577-4099	81
MOFFETT FIELD	Navy Family Service Center	(415) 404-8066	

Naval Air Station	A/V 494-8066	83
Moffett Field, CA 94035		
NORTH ISLAND		
Navy Family Service Center	(619) 545-6071	
Naval Air Station, North Is.	A/V 735-6071	81
San Diego, CA 92135		
BALLAST POINT		
Navy Family Service Center	(619) 553-7505	
Naval Submarine Base, BLDG 212	A/V 553-7505	
140 Sylvester Rd.		
San Diego, CA 92106		
POINT MUGU		
Navy Family Service Center	(805) 986-8146	
Naval Air Station, Code 6005-FSC	A/V 986-7906	
Point Mugu, CA 93042		
PORT HUENEME		
Navy Family Service Center	(805) 982-5037	
Naval Construction Battalion	A/V 551-5037	82
Center		
Port Hueneme, CA 93043		
SAN DIEGO		
Navy Family Service Center	(619) 556-7404	
Naval Station, Code 12	A/V 526-7404	81
San Diego, CA 92136-5216		
TREASURE ISLAND		
Navy Family Service Center	(415) 395-5176	
Naval Station	A/V 475-5176	82
Treasure Island		
San Francisco, CA 94130		
<u>CONNECTICUT</u>		
NEW LONDON		
Navy Family Service Center	(203) 449-4847	
Naval Submarine Base	A/V 241-4847	82
New London, Groton, CT 06439		
<u>DISTRICT OF COLUMBIA</u>		
WASHINGTON, DC		
Navy Family Service Center	(202) 433-6150	
Enterprise Hall (Bldg 72)	A/V 288-6150	82
Anacostia Naval Station		
Washington, DC 20374		
<u>FLORIDA</u>		
CECIL FIELD		
Navy Family Service Center	(904) 860-5194	
Naval Air Station	A/V 860-5194	84
Cecil Field, CA 32215		

KEY WEST

Navy Family Service Center	(305) 292-3152	
Naval Air Station, Box 9023	A/V 483-3152	84
Key West, FL 33040		

JACKSONVILLE

Navy Family Service Center	(904) 772-5706	
Naval Air Station	A/V 942-5706/2766	81
Jacksonville, FL 32212		

MAYPORT

Navy Family Service Center	(904) 270-6600	
Naval Station	A/V 960-5094	83
Mayport, FL 32228		

ORLANDO

Navy Family Service Center	(407) 646-4144	
Naval Training Center	A/V 791-4476	82
Bldg. 2010		
Orlando, FL 32813		

PENSACOLA

Navy Family Service Center	(904) 452-5990	
Naval Air Station, Bldg 25	A/V 922-5990	82
Pensacola, FL 32508		

WHITING FIELD

Navy Family Service Center	(904) 623-7177/7622	
Naval Air Station, Whiting Fld.	A/V 868-7177	84
Milton, FL 32570		

GEORGIA

KING'S BAY

Navy Family Service Center	(912) 673-4512	
NAVSUBBASE (N1-D)	A/V 860-4512	82
King's Bay, GA 31547		

ILLINOIS

GREAT LAKES

Navy Family Service Center	(312) 688-3603	
Naval Training Center,	A/V 792-3603	82
Bldg. 42		
Great Lakes, IL 60088		

LOUISIANA

NEW ORLEANS

Navy Family Service Center	(504) 361-2558/2648	
Naval Support Activity, Code N8	A/V 485-2647	83
New Orleans, LA 70142		

MAINE

BRUNSWICK

Navy Family Service Center	(207) 921-2273	
Naval Air Station	A/V 476-2273	83
Brunswick, ME 04011		

MARYLAND

ANNAPOLIS

Navy Family Service Center	(301) 267-2641	
U. S. Naval Academy	A/V 281-2641	84
Annapolis, MD 21402		

PATUXENT RIVER

Navy Family Service Center	(301) 863-4911	83
Naval Air Station	A/V 326-4911	
Patuxent River, MD 20670		

MASSACHUSETTS

SOUTH WEYMOUTH

Navy Family Service Center	(617) 786-2581/3	
Naval Air Station	A/V 955-2581/3	84
South Weymouth, MA 02190		

MISSISSIPPI

GULFPORT	Navy Family Service Center	(601) 871-2581	
	Naval Construction Battalion	A/V 868-2581	83
	Center, Code 13, Bldg 85		
	Gulfport, MS 39501		

MERIDIAN

Navy Family Service Center	(601) 679-2360	
Naval Air Station, Box 1	A/V 446-2360/2358	84
Meridian, MS 39309		

NEW JERSEY

LAKEHURST

Navy Family Service Center	(201) 323-1223	
Chaplain's Office	A/V 624-1223	
Naval Air Engineering Center		
Lakehurst, NJ 08733		

NEW YORK

EAST MEADOW

Navy Family Service Center	(516) 486-1922	
Mitchel Manor, Bldg. 82B	A/V 456-2266	84
East Meadow, NY 11554		

STATEN ISLAND

Navy Family Service Center	(718) 876-6235/6236	
Naval Station, New York	A/V NONE	
Code - N004	FAX (718) 876-6500	
355 Front Street		
Staten Island, NY 10304-3848		

PENNSYLVANIA

PHILADELPHIA

Navy Family Service Center	(215) 897-5126/7	
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Bldg 888	A/V 443-5126/7	83
Naval Station, Code 6		
Philadelphia, PA 19112		

RHODE ISLAND

NEWPORT

Navy Family Service Center	(401) 841-2283/4	
Naval Education and Training	A/V 948-2283/4	83
Center (NETC), Code 20F, Bldg 1268		
Newport, RI 02840		

SOUTH CAROLINA

CHARLESTON

Navy Family Service Center	(803) 743-6250	
Naval Base	A/V 563-6250	81
Charleston, SC 29408		
Navy Family Service Center	(803) 764-7294	
Weapons Station, Bldg 786	A/V 794-7294	83
Charleston, SC 29408		

TENNESSEE

MILLINGTON

Navy Family Service Center	(901) 873-5075	
Naval Air Station, Admin	A/V 966-5075	83
Bldg, N-763		
Millington, TN 38054		

TEXAS

CHASE FIELD

Navy Family Service Center	(512) 354-5201	
Naval Air Station, Chase Field	A/V 861-5201	84
Beeville, TX 78103		

CORPUS CHRISTI

Navy Family Service Center	(512) 939-3722	
Naval Air Station	A/V 861-3722	84
Corpus Christi, TX 78419		

DALLAS

Navy Family Service Center	(214) 266-6137	
Building #12	A/V 874-6137	84
Naval Air Station		
Dallas, TX 75211		

KINGSVILLE

Management Services Office	(512) 595-6333	
Navy Family Service Center	A/V 861-6333	84
Naval Air Station		
Kingsville, TX 78363		

VIRGINIA

DAHLGREN

Navy Family Service Center	(703) 663-1839	
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Naval Surface Warfare Center A/V 249-1839
Bldg. 214
Dahlgren, VA 22448-5000

LITTLE CREEK

Navy Family Service Center (804) 464-7563
Naval Amphibious Base A/V 680-7563 83
Little Creek,
Norfolk, VA 23521

NORFOLK

Navy Family Service Center (804) 444-2102
8910 Hampton Blvd A/V 564-6289 81
Norfolk, VA 23505-1299

OCEANA

Navy Family Service Center (804) 433-2912
Naval Air Station, Oceana, A/V 433-2912 83
Bldg 320
Virginia Beach, VA 23460

YORKTOWN

Navy Family Service Center (804) 887-4606
Gate 3, Bldg. 799 A/V 953-4606
Naval Weapons Station
Yorktown, VA 23691-5000

WASHINGTON

BANGOR

Navy Family Service Center (206) 396-4115/4023
Naval Submarine Base, Bangor A/V 744-4115/4023 82
Bremerton, WA 98313

PUGET SOUND

Navy Family Service Center (206) 526-3367
Code 810 A/V 941-3367 83
Puget Sound Naval Shipyard
Bremerton, WA 98314

WHIDBEY ISLAND

Navy Family Service Center (206) 257-6289
Naval Air Station, Bldg 108 A/V 820-2902 82
Whidbey Island
Oak Harbor, WA 98278

OUTSIDE CONTINENTAL UNITED STATES

ALASKA

ADAK

Navy Family Service Center (907) 592-8201
Box 1275 Code 017 (317) 692-8201/8357 83
Naval Station
FPO AP 96506-1275

BERMUDA

NAS

Navy Family Service Center	(809) 293-6308/6627	
Naval Air Station	A/V 578-6308	84
PSC 1002		
FPO AE 09727-5004		

CUBA

GUANTANAMO BAY

Navy Family Service Center		
Box 25	A/V 723-3960, X4141/4329	84
FBPO Norfolk, VA 23593		

GUAM

AGANA

Navy Family Service Center	A/V 564-4063, X4141/53	82
U. S. Naval Station		
PSC 1005 Box 25		
FPO AE 09593-1000		

HAWAII

BARBERS POINT

Navy Family Service Center	(808) 684-7198/7290
Naval Air Station	A/V 684-7198/7290
Barbers Point, HI 96882	

PEARL HARBOR

Personal Assistance	(808) 474-4222
Naval Station, Box 9, Code 60	A/V 474-4222
Pearl Harbor, HI 96860	

WAHIAWA

Navy Family Service Center	(808) 653-0203	82
NAVCAMSEASTPAC		
Wahiawa, HI 96786		

ICELAND

KEFLAVIK	Navy Family Service Center	011-354-25-4401	83
	U. S. Naval Station	A/V 450-4401	
	Box 45		
	FPO AE 09728		

ITALY

GAETA

Navy Family Service Center	011-39-771-741-118	84
Naval Support Activity Det.	A/V 625-7575	
FPO New York 09522		

LA MADDALENA

Navy Family Service Center	A/V 726-2051	84
Naval Supply Office		
FPO New York 09533		

NAPLES

Navy Family Service Center	011-39-81-724-4808	82
U. S. Naval Support Activity	A/V 625-4808	
Box 53		

FPO New York 09521

SIGONELLA

Navy Family Service Center 011-39-95-56-4291
PSC 824 A/V 624-4291
FPO AE 09627-0284

JAPAN

ATSUGI

Navy Family Service Center A/V 228-3241 83
U. S. Naval Air Facility
PSC 477
FPO AP 96306

SASEBO

Navy Family Service Center A/V 252-3604
Commander Fleet Activities (Operator Assistance)
FPO SEATTLE, WA 98766

YOKOSUKA

Navy Family Service Center A/V 234-6716 81
Commander Fleet Activities
Box 1
FPO Seattle 98762

PANAMA

Navy Family Service Center 011-507-83-5749
U. S. Naval Station, Bldg. 40 A/V 283-5749/4368
FPO Miami, FL 34061

PHILIPPINES

SUBIC BAY

Navy Family Service Center 011-63-47-384-3817 84
PSC 458, Box 2 A/V 384-6296
FPO AP 96451-0002

PUERTO RICO

ROOSEVELT ROADS

Navy Family Service Center A/V 831-4097/3369 83
PSC 1008, Box 3591
FPO AA 34051-3591

SPAIN

ROTA

Navy Family Service Center 011-34-56-82-3231 83
U. S. Naval Station, Box 57 A/V 272-3231
FPO AE 09645

21.11 PCS TRAVEL ENTITLEMENTS. This article provides information and implementing instructions pertaining to new PCS travel entitlements for members who execute PCS orders to or from a deployed ship, staff or mobile unit, or who execute PCS orders while performing TEMADD away from their permanent duty station and are summarized as follows:

- A member detached from his permanent duty station while performing TEMADD may be authorized travel to new permanent station via the old permanent station and any temporary duty station (TEMUSTA) named in the PCS orders (JFTR, par. U5120-B & C.).

- A member ordered PCS when ship, staff or mobile unit to which member is assigned is deployed may be authorized travel to the new permanent duty station via the old homeport and any TEMDUSTA named in the PCS orders (JFTR, par. U5120-F2).
- A member ordered PCS to a ship, staff or mobile unit that is deployed away from its homeport or permanent station may be authorized travel to new permanent station or mobile unit via homeport or permanent station of the unit and any TEMDUSTA named in the PCS orders (JFTR, par. U5120-F3).
- When the homeport of a ship or afloat staff is changed while the ship or staff is away from its homeport, a member assigned to the ship or staff may be authorized travel from the ship or staff to the old homeport thence to the new homeport. This travel must be performed within one year of the effective date of the homeport change (JFTR U5120-F1).
- JFTR, Volume 1, Chapter 5, is to be used for determining the proper entitlements.

The travel entitlements described above may be authorized or approved when it is determined that it is necessary for the member to travel to either the old or new homeport(s) or permanent station(s), as applicable, to arrange for shipment of household goods, to pick up personal possessions, or to bring his or her privately owned vehicle to the new homeport or permanent station.

The proper authority to authorize this travel for Navy personnel is the Commanding Officer effecting transfer of the member. If, after interviewing the member, it is determined that the member has a requirement, as cited above, for travel via the old permanent station/ homeport and/or via the new homeport/permanent station under circumstances described above, the member's STO, original PCS orders or certificate of separation without orders will be endorsed as follows:

- Travel authorized from (insert location from which member is to commence PCS travel, this includes leave point, if applicable) to (insert ultimate destination named in member's PCS orders) via (insert location(s) of homeport(s), permanent station(s) to which travel is authorized in accordance with authority cited above) and TEMDUSTA(s) named in member's PCS orders in accordance with JFTR (insert appropriate JFTR reference(s) cited above) is to be signed by Commanding Officer.
- In order to receive these entitlements, the member must perform travel to the old or new homeport(s)/permanent station(s). Travel to a destination(s) other than as described above is not authorized at government expense. The member is considered to be in travel status for all travel via direct routing to the authorized points. Travel time is computed in accordance with JFTR, Volume 1, chapter 5, part B. Time spent at the old homeport or new homeport/permanent station for the purposes described above, is chargeable as leave. Travel to the authorized destination and from the authorized destination is treated as separate legs of the journey as described in JFTR. Per diem is not payable while at the authorized destination. If the member is directed to travel to the old or new homeport/permanent station in the PCS orders for official business (TEMDU) other than as described above, the time spent performing TEMDU is not chargeable as leave and the member may be granted per diem if otherwise entitled.

Request for passenger transportation to the authorized destinations should be submitted IAW NAVMILPERSCOMINST 4650.2 (PERS-332) and implementing procedures promulgated by overseas commands. The passenger reservation request must indicate the destination(s) to which travel is authorized and cite the appropriate JFTR reference.

In the event that the command effecting the member's transfer fails to comply with the above, the PCS order issuing authority COMNAVPERSCOM (PERS-332) may subsequently approve the travel performed in accordance with instructions above. If necessary, such requests should be submitted by message or letter citing the destination to which travel was performed in accordance with instructions above, the rationale for the travel in accordance with instructions above, and include the Commanding Officer's endorsement/recommendation. A copy will be forwarded to the command which effected the transfer.

Personnel who are to be separated or relieved from active duty under honorable conditions, are to be transferred to the Fleet Reserve or retired, are considered to be performing a PCS. When it is necessary for the member to return to the old homeport or permanent station in accordance with instructions above, separation processing may be accomplished at the separation activity nearest the member's old homeport or permanent station.

If travel is to be performed in accordance with a homeport change as described above, the Commanding Officer is to issue the member a travel authorization (certificate) in the format described above. Here insertion of appropriate JFTR reference is necessary, add Chief of Naval Operations message date-time-group announcing homeport change. Add additional paragraph with appropriate homeport change accounting data. Travel certificate is to be signed by the Commanding Officer. Travel is authorized from ship or staff to old homeport to new homeport. Therefore, travel should be timed to allow member's return to ship at the new homeport.

FIGURE 21A-1

SAMPLE OF COMPLETED STANDARD TRANSFER DIRECTIVE (STD)

A --- STANDARD TRANSFER DIRECTIVE
C --- AUTHORITY: COMNAVPERSCOM TC B1057/E3

E --- WILLIAMS JOHN GEORGE E-2 AMSAA NATTC
F --- 123-45-6789 G --- (0000/0000) H --- USN I --- NAS MEMPHIS
MILLINGTON, TN
38054
UIC 30459

J PEBD: 76 MAR 25 EAOS: 80 OCT 31 PRD: 80 OCT
K --- LEAVE ADDRESS L --- PHONE
4188 ARLINGTON MEMPHIS, TN 38128 800-123-4567
M --- AUTHORIZED: 04 DAYS LEAVE ADV LVRATS REQUESTED AUTH POC AUTO (PA)
02 DAYS TRAVEL ADV MILEAGE AUTH POC STATE/LICENSE#
04 DAYS PROCEED 2 MONTHS ADV PAY AUTH VA BZK-768
N --- PHY QUAL FOR TRANS IAW MILPERSMAN 6120-010

O --- ACCOUNTING DATA:
PCS: NAK7 1771453.2250 B 000022 AV AK7/6/8/F AK7274585507
TEMDUINS PER DIEM: 1771804.2280 000 00022/1 000022 2D 000000 6E274585507

P --- TRANS ACTIVITY ASSURE LOCATION OF MOBILE UNIT PRIOR TO MEMBER'S
TRANSFER. PROCEED AS DIRECTED AND REPORT TO THE FOLLOWING STATIONS IN THE
ORDER NAMED.
Q --- UIC 65553 RPT NET 77 MAY 24 RPT NLT 77 MAY 25 2400
STU CRAW/CRAG VA 174 341-TEMPORARY DUTY UNDER INSTRUCTION
HOMEPORT-CITY JACKSONVILLE, FL AT: NAS JACKSONVILLE, FL
06 DYS LV FOL TEMDUINS CRS CLASS CLCVN 77 MAY 26
COMPLY ITEMS: 16 21 48 137 47
MAILING ADDR: COMMANDING OFFICER (STUDENT)
ATTACK SQUADRON 174
NAVAL AIR STATION
CECIL FIELD, FL 32215

UIC 09221 RPT NLT 77 AUG 04
VA 81 100-FOR DUTY
HOMEPORT-CITY: JACKSONVILLE, FL AT: NAS JACKSONVILLE, FL
COMPLY ITEMS: 9 140 165-A 21 48 137 47
MAILING ADDR: COMMANDING OFFICER
ATTACK SQUADRON 81
FPO NEW YORK 09501

STANDARD TRANSFER DIRECTIVE ORIG ORDERS 77
APR 1 AUTHORITY: COMNAVPERSCOM TC B1057/E3 ORDER NUMBER 00008-77

FIGURE 21B-1

WILLIAMS JOHN GEORGE E-2 AMSAA
123-45-6789 (0000/0000) USN

NATTC
NAS MEMPHIS
MILLINGTON, TN

38054

R --- DISBURSING OFFICER IS HEREBY AUTHORIZED AND DIRECTED TO FURNISH SUCH
TRANSPORTATION/SUBSISTENCE AS MAY BE REQUIRED IN THE EXECUTION OF THESE
ORDERS.

S --- ADDITIONAL INSTRUCTIONS:

RPT NET 24 MAY 77.

TO ATTEND 11 WKS A7 FRAMP

PROCEED TO PORT IN WHICH NEW CMD MAY BE LOCATED WHEN REPORTING. MBR

INFO

NEW CMD ON ANY CHANGES TO STO LEAVE ADDRESS. ASGN IAW MBR DUPREFS

STATED

IN AVAIL RPT DTD APR 77

T --- N/A

STANDARD TR## NATTC
123-45-6789 (0000/0000) USN

NAS MEMPHIS
MILLINGTON, TN 38054
UIC 30459

U --- TRANSFER CODE NO:

15/0800/MAY/77

V --- M. K. DOTE, LT, USN

STU PERS OFF BY DIR.

W --- I HAVE READ AND UNDERSTAND THESE ORDERS AND INSTRUCTIONS AND I HAVE

RECEIVED THE RECORDS AND ACCOUNTS AS INDICATED. SR HR PR

X --- SIGNATURE OF TRANSFEREE.

Y --- "SUPPORT YOUR LOCAL RECRUITER". CALL THE NAVY RECRUITING COMMAND'S

TOLL-

FREE NUMBER (1-800-327-NAVY).

Z --- IT IS CERTIFIED THAT YOU HOLD A ____ BASIS ____ COMPLETED ____ BY ____ +

YEARS SERVICE.

ZZ--- NAMES, ADDRESSES, OF PRIMARY AND SECONDARY NEXT OF KIN, INCLUDING
TELEPHONE NUMBERS (IF KNOWN).

FIGURE 21B-2

SAMPLE PCSTO ORDER

DEPARTMENT OF DEFENSE
NAVAL PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
COMNAVPERSCOM-

404DG

12 MAY 1991

TO: COMMANDER
MILITARY SEALIFT COMMAND PAC
NAVAL SUPPLY CENTER
OAKLAND, CA 94625-5010

SUBJ: COMNAVPERSCOM ORDER: 1287 000-00-0000/AD1 (COMNAVPERSCOM-404DG)
CHANGE DUTY ORDER FOR
SAILOR JON Q, USN

***** DETACHING ACTIVITY INFORMATION *****

WHEN DIRECTED DETACH IN MAY 91
FROM T-ARC 6 A J MYER MILDEPT
HOMEPORT: OAKLAND, CA
FROM DUTY:

EDD: MAY 91
UIC: 42031
ACC: 100

PERSONNEL ACCOUNTING SUPPORT: COMSC PAC

UIC: 62383

PERMANENT CHANGE OF STATION (PCS) TRAVEL INFORMATION. COMMANDS DETACHING PERSONNEL FROM PERMANENT ASSIGNMENTS ARE RESPONSIBLE FOR ENSURING THAT PERSONNEL EXECUTING PERMANENT CHANGE OF STATION ORDERS COMPLETE NAVPERS 7041/1 TRAVEL INFORMATION FORM REQUIRED BY NAVMILPERSCOMINST 7040.6 AND 7040.7. THE PASS/PERSONNEL SERVICING OFFICE WILL SUBMIT THE COMPLETED TRAVEL INFORMATION FORM TO: DIRECTOR, PERMANENT CHANGE OF STATION VARIANCE COMPONENT 1240 EAST 9TH STREET SUITE 967 CLEVELAND, OH 44199-2088. PASS/PERSONNEL SERVICING OFFICES WILL PROVIDE NECESSARY FORMS AND COUNSELING DURING CHECK-OUT PROCEDURES FOR DETACHING PERSONNEL AND WILL ENSURE ACCURATE AND TIMELY SUBMISSION OF TRAVEL INFORMATION.

EXECUTION OF THESE ORDERS REQUIRES SATISFACTORY COMPLETION OF ALL OVERSEAS SCREENING REQUIREMENTS IAW CHAPTER 4 OF THIS MANUAL AND BUPERINST 1300.26 SERIES WITHIN 30 DAYS OF RECEIPT OF THIS DIRECTIVE. FORWARD CERTIFICATION OF SUITABILITY/UNSUITABILITY BY MESSAGE TO COMNAVPERSCOM (PERS-40/451). (INFO EPMAC IN THE CASE OF NON-RATED, NON-DESIGNATED PERSONNEL). USE STANDARD SUBJECT IDENTIFICATION CODE.

FIGURE 21C-1

SUBJ: COMNAVPERSCOM ORDER: 1287 000-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

N01300 AND SUBJECT "OVERSEAS SCREEN CERTIFICATION IN THE CASE OF (NAME, RATE AND SSN)" IN MESSAGE. DO NOT TRANSFER PRIOR TO SUBMISSION OF SCREENING CERTIFICATE TO COMNAVPERSCOM. (DUPLICATE AND USE FIGURE 4B-1 THRU 4B-4 ONLY AS SOURCE FOR OVERSEAS SCREEN).

NOTE: PERSONNEL ORDERED TO COMMIDEASTFOR FLAG SHIP/BAHRAIN MAY HAVE HOMEPORT SHOWING ON ASSIGNMENT DOCUMENT AS NORFOLK VA (FNO), HOWEVER, THEY DO REQUIRE OVERSEAS SCREENING.

***** ULTIMATE ACTIVITY *****

REPORT NOT LATER THAN 24 SEP 87	EDA: 24 SEP 87
TO NAVCAMS WESTPAC GUAM	UIC: 70243
PERMANENT DUTY STATION FINEGAYAN, GUAM	
FOR DUTY	ACC: 100
ASSIGNED RATE: AD1 DNEC1: 6401 DNEC2: 8327	PRD: 8909

PERSONNEL ACCOUNTING SUPPORT: PERSUPPDET NAVCAMS WESTPAC UIC: 43463

THE PORT CALL WILL CANCEL THE REPORT NOT LATER THAN DATE INCLUDED HEREIN AND SHALL CONSTITUTE SPECIFIC DATE MEMBER IS TO REPORT FOR TRANSPORTATION.

***** ACCOUNTING DAT *****

CIC: ALMH71S3
PCS ACCOUNTING DATA:
NMH7 17714533.2253 G 000022 AL MH7/1/S/3 MGH7000000000

FIGURE 21C-2

SUBJ: COMNAVPERSCOM ORDER: 1287 00-00-000/AD1 (PERS-404DG)
CHANGE DUTY ORDERS FOR
SAILOR JON Q, USN

***** ENLISTED MASTER RECORD DATA *****

PEBD: 17 DEC 75	DESIG: PNEC 6401	-- SCHOOL --	-CAREER HISTORY			
ABD: 03 SEP 76	SEX: M	SNEC 8327	DATE COURSE	MO	S/S	LOC TYPE
EAOS: 23 JAN 92		TNEC	AUG 82 472S	00	3	OKI 10870
EXT-SCH:	DEP-P: 3	QANEC	AUG 83 032H	00	6	WLB 11089
EXT-OTH:	DEP-P: 0	QANEC	AUG 82 032H	00	EXT-INV:	
EXT-INV:	LIMDU:	EDUC: 12	MAY 82 4010			
CADD:			NOV 78 472N			
SEC: K	DATE: 10 APR 78	BIRTH: 15 JUN 57				
TEST ID: A7	GCT/WK: 54	ARI/AR: 57	MECH: 49	CLER:		

***** COPY TO INFORMATION *****

PERS-404DG4
PERS-40BB

FIGURE 21C-3

SAMPLE LETTER OF INTENT

DEPARTMENT OF DEFENSE
NAVAL PERSONNEL COMMAND
MILLINGTON, TN 38054

ORIGINAL
1326

21 NOV 1988

TO:

SUBJ: COMNAVPERSCOM ORDER: _____ - ____ - ____ / ____ (_____)
CHANGE DUTY ORDERS FOR _____ , _____

XX
IN PROCESSING THESE ORDERS, ALL SECTIONS MUST BE READ AND LISTED INSTRUCTIONS
COMPLIED WITH:

XX
THESE ORDERS ARE ISSUED AS A LETTER OF INTENT AND DO NOT CONTAIN ACCOUNTING
DATA. PAY AND ALLOWANCES CANNOT BE PAID ON THIS NOTIFICATION. DEPENDENT AND
HOUSEHOLD GOODS SHIPMENT NOT AUTHORIZED UNTIL RECEIPT OF ACCOUNTING DATA. IF
ACCOUNTING DATA IS NOT RECEIVED WITHIN 90 DAYS OF THE ESTIMATED DETACHING
MONTH ADVISE ISSUING ORGANIZATION.

XX

----- DETACHING ACTIVITY -----

WHEN DIRECTED DETACH IN: _____ EDD: ____
FROM: _____ UIC: ____
PERMANENT DUTY STATION: _____
FROM: _____ ACC: ____

PERSONNEL ACCOUNTING SUPPORT: _____
UIC: ____

PROVIDED NO EXCESS LEAVE IS INVOLVED, AUTHORIZED TO DELAY 30 DAYS IN
REPORTING, TO COUNT AS LEAVE (MILPERSMAN 1050-150). KEEP OLD AND NEW DUTY
STATION ADVISED OF LEAVE ADDRESS (MILPERSMAN 1810380). FOR CIRCUITOUS TRAVEL
AND LEAVE VISITS TO FOREIGN COUNTRIES SEE NAVMILPERSCOMINST 4650.2 SERIES,
CHAPTER VI SECTIONS A AND E. ALSO SEE MILPERSMAN 1050-250.

== == == ==
== == == ==

ALL NORMAL DETACHING TEXT

== == == ==
== == == ==

VERTICAL DASHES INDICATE AREA OF CHANGES FROM NORMAL ORDERS

FIGURE 21D-1

PAGE 2 OF 3

SUBJ: COMNAVPERSCOM ORDER: ____ -__-____/____ (____)
CHANGE DUTY ORDERS FOR _____ , _____

----- INTERMEDIATE (01) ACTIVITY -----

REPORT NLT: ____ BUT NET: _____ EDA: _____
TO: _____ UIC: _____
LOCATION: _____
FOR TEMPORARY DUTY - _____ ACC: _____
FOR APPROXIMATELY ____ DAY(S)

TO INCLUDE ____ DAY(S) AT

CLASS: _____ CONV: _____ GRAD: _____ ENEC: _____ CDP: _____

UPON COMPLETION OF TEMPORARY DUTY _____
AND WHEN DIRECTED, DETACH.

PERSONNEL ACCOUNTING SUPPORT: _____ UIC: _____

FAMILIARIZE YOUR SELF WITH MILPERSMAN ARTICLE 1320-080 (PERDIEM FOR PERSONNEL
REPORTING EARLY FOR TEMPORARY DUTY).

= = = = =
= = = = =

ALL NORMAL INTERMEDIATE TEXT

= = = = =
= = = = =

----- ULTIMATE ACTIVITY -----

REPORT NOT LATER THAN: _____ EDA: _____
TO: _____ UIC: _____
HOMEPORT: _____
FOR DUTY ACC: _____
ASSIGNED RATE: ____ DNEC1: ____ DNEC2: ____ PRD: _____

PERSONNEL ACCOUNTING SUPPORT _____
UIC: _____

YOU ARE DIRECTED TO REPORT TO THE APPROPRIATE HOUSING REFERRAL OFFICE PRIOR TO

= = = = =
= = = = =

ALL NORMAL ULTIMATE TEXT

= = = = =
= = = = =

VERTICAL DASHES INDICATE AREA OF CHANGES FROM NORMAL ORDERS

FIGURE 21D-2

PAGE 3 OF 3

SUBJ: COMNAVPERSCOM ORDER: ____ - ____ - ____ / ____ (____)
CHANGE DUTY ORDERS FOR _____ , _____

THIS IS WHERE THE ACCOUNTING DATA WOULD HAVE NORMALLY BEEN

----- SPECIAL INSTRUCTIONS -----

COMMAND DELIVERING ORDERS: PRIOR TO TRANSFER, ENSURE MEMBER HAS A COMPLETED
AND DOCUMENTED HIV TEST WITHIN SIX MONTHS OF EDD. TEST RESULTS MUST BE
RECORDED IN MEDICAL/DENTAL RECORDS PRIOR TO RELEASE.

= = = = =
= = = = =

ALL NORMAL SPECIAL INSTRUCTIONS TEXT

= = = = =
= = = = =

NAVY

F. R. DONOVAN
REAR ADMIRAL, U.S.

DEPUTY CHIEF OF NAVAL
PERSONNEL

----- COPY TO INFORMATION -----

PERS-XXXX

PERS-XXXX

PERS-XXXX

VERTICAL DASHES INDICATE AREA OF CHANGES FROM NORMAL ORDERS

FIGURE 21D-3

SAMPLE MEMORANDUM OF ENDORSEMENT TO PCSTO

1306
Ser: PSDCC:001-87
7 August 1987

MEMORANDUM ENDORSEMENT

From: Officer in Charge
To: YN1 Peter J. Roskopf, USN, 111-22-3344

Subj: DELIVERY OF PERMANENT CHANGE OF STATION ORDERS (PCSTO)

Encl: (1) COMNAVPERSCOM TC-B2177/Y9

1. Enclosure (1) is delivered for compliance this date.
2. You are directed to report to USS MOUNT GLORY (LPO-651) no later than 2400, 7 September 1987 for duty.
3. Your service record, pay and health (medical and dental) records are all in your possession for safe delivery to your new commanding officer. Your personal effects are in your possession as well.
4. The following additional information concerning your transfer acquired through service record review and/or personal interview is as follows:
 - a. SECNAVFIND NOT REQUIRED
 - b. POV, MOV 527 VA
 - c. 30 days
 - d. Plus 40 days
 - e. 2405 Kentucky Rd, Dallas TX 23456. Tele: 404-4457545
 - f. Mr. Joseph Roskopf (Father, 3456 Redskins Court, Vienna, VA 22245
 - g. Secret clearance based on NAC completed 5 Jan 75 by DODNACC

D. B. SAILOR

I have read and understand these orders and instructions and I have received the records and accounts as indicated.

(Signature of Member)

Copy to:
PSD
UNTDEST
INTERMEDIATE DEST

FIGURE 21E